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## PARK COUNTY POSITION DESCRIPTION

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### **I. POSITION IDENTIFICATION: Homemaker**

**Work Unit:** Health Department -Nursing

**Supervisor:** Suzanne Brown

**Current Classification:**

**Pay Grade:** 8

**Title:** Homemaker

**Non-Exempt**

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### **II. ASSIGNED DUTIES AND TASKS**

**Position overview:**

This position is responsible for aiding the elderly and disabled with light housekeeping, shopping, and other errands.

**Each duty listed below makes up at least 20% of the duties of this position and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change**

#### **A. Homemaker**

1. Follows duties assigned in client care plan: Completes cleaning activities such as vacuuming, sweeping and mopping floors, cleaning bathrooms, changing beds, dusting, washing laundry, washing dishes and emptying the trash.
2. Completes grocery shopping and other small errand tasks, such as picking up prescriptions, assisting with writing checks to pay bills, picking up commodities.
3. Maintains confidentiality of all client information.
4. Reports to supervisor any unusual health or environmental problems or concerns being experienced by client.
5. Completes Homemaker Patient Care Record, Clients Served sheet, Employee time sheet and mileage claim forms as required.
6. When given a donation by the client, will provide client with a receipt and turn in donation to supervisor within the week received.
7. Performs other duties as requested by supervisor, i.e., vacation fill-in, staffing in an emergency preparedness event, etc.
8. Attends scheduled in-services.

## **B. OTHER DUTIES AS ASSIGNED**

1. Participates in disaster and emergency activities as assigned and able (mass immunization/prophylaxis clinic activities).

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## **III. KNOWLEDGE**

**Education and Experience:** High School Diploma or GED. Must have a valid Driver's License. Must have the ability to operate household equipment and provide assistance to the elderly and disabled.

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## **IV. ACCOUNTABILITY**

This position is accountable for providing assistance to persons having difficulty with light housekeeping chores as stated in the Park County Older American Act Contract through the Area IV Agency on Aging.

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## **V. CONFIDENTIALITY**

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding homemaker clients. Consistent with applicable police and guidelines, this position will respect and safeguard the privacy of the homemaker client and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding the homemaker client in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally access information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment

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## **VI. INDEPENDENCE OF ACTION**

This position carries out most assignments independently, and uses judgment and initiative to solve problems. Work objectives and priorities are defined by client care plan.

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## **VII. PERSONAL CONTACTS**

This position has contacts with other the public, county personnel, elected officials, department heads, in order to be responsive to questions and inquiries regarding the homemaker program.

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**VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.